

SAN JOAQUIN VALLEY
AIR POLLUTION CONTROL DISTRICT

**CHARBROILER
INCENTIVE PROGRAM
(CHIP)**

RETROFIT

ELIGIBILITY CRITERIA AND APPLICATION GUIDELINES

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications requesting monetary incentives to install emission control devices, in facilities operating commercial under-fired charbroilers, according to the terms and conditions described in these guidelines. For additional information, assistance, or to receive application materials, please contact:

San Joaquin Valley Air Pollution Control District
Incentive Programs
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

You may also contact us by telephone or email, or visit our website:

(559) 230-5800
weberip@valleyair.org
www.valleyair.org

ELIGIBILITY CRITERIA

Installation of a control device (retrofit) in a facility with an existing under-fired charbroiler.

- ❖ The **existing facility** must:
 - Have operated in the state of California under the applicant/organization name for at least twenty four (24) months prior to the application submission date.
 - Be in operating condition at the time of application submission **and** SJVAPCD inspection.
 - Operating condition is determined through an inspection process conducted by SJVAPCD staff prior to agreement execution.
 - Be located within SJVAPCD boundaries (see page 11).
- ❖ Each applicant may only apply for funding for one control device, though the device may be used to control emissions from multiple charbroilers.
- ❖ Control devices for chain-driven charbroilers are **ineligible** for funding.
- ❖ The control device (**retrofit**) must:
 - Be a new, Original Equipment Manufacturer (OEM) retrofit.
 - Retrofits must reduce volatile organic compound (VOC) emissions by 86% of the under-fired charbroiler's baseline emission levels.
 - Retrofits must reduce particulate matter – 10 (PM-10) emissions by 83% of the under-fired charbroiler's baseline emission levels.
- ❖ The retrofitted charbroiler must:
 - Remain in operation through the full term of the agreement.
- ❖ The **participant** must:
 - Remain the owner of the facility through the full term of the agreement. Agreement terms range from three (3) to five (5) years. Projects with an agreement term of less than three (3) years may be considered on a case-by-case basis.
 - If the facility is sold during the agreement term, the new owner of the facility must assume the agreement obligations with the SJVAPCD and comply with the terms and conditions outlined in the original agreement. The SJVAPCD must approve the facility ownership change **prior** to its sale.
 - Maintain replacement-value insurance for the control device through the full term of the agreement.
 - Submit annual reports to the SJVAPCD through the full term of the agreement.
 - **Not purchase or install equipment under funding consideration prior to agreement execution.**
- ❖ General Information:
 - The maximum eligible incentive amount is calculated up to the cost-effectiveness limit. The cost-effectiveness limit is \$8,295/ton.

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- All projects received within the specified application period will be subject to a review process, which will include the following:
 - Assignment of a unique project number.
 - Verification of the facility owner's eligibility to participate in the program.
 - Verification that the proposed project is consistent with these guidelines.
 - Determination that all data and information necessary to calculate benefits and costs is included.
 - All projects received within the specified application period will be grouped by retrofit type and then ranked according to the following criteria:
 - Emission reductions that the project will achieve.
 - Project cost-effectiveness.
 - Business size. Small businesses, as defined by the U.S. Small Business Administration (SBA), will be ranked more favorably.
 - Classification as a small business depends upon an entity's NAICS code. For most businesses falling under Subsector 722 – Food Services and Drinking Places, average annual receipts must be less than \$7 million to qualify as a small business. If you are unsure whether your enterprise qualifies as a small business, please contact the SBA for clarification at sizestandards@sba.gov or by phone at (202) 205-6618.
 - The SJVAPCD plans to fund at least one project in each retrofit category.
 - Payments shall be made to the facility owner only after a completed claim for payment has been received, and the SJVAPCD has performed a post-monitoring inspection verifying that the retrofit has been installed and is operational.

APPLICANT RESOURCE WEB PAGE

To assist applicants participating in the Charbroiler Incentive Program, the SJVAPCD has developed an Applicant Resource Web Page. This page contains links to manufacturers, distributors, and local dealers familiar with the requirements of the program. The information and contacts within these links can assist you in obtaining all of the information necessary to fulfill the requirements of the program.

When preparing an application, we ask that you utilize the information presented within the links on this page. By submitting complete application packets with accurate information, we can reduce the amount of time and resources necessary to process your application.

Please note that the manufacturers, distributors, and dealers represented on this page have not been "approved" by the SJVAPCD nor do they represent an exhaustive list of available resources. If you are an engine manufacturer, distributor, or dealer and you wish to be included on the Applicant Resource Web Page, please contact the SJVAPCD's Incentive Program.

The Applicant Resource Web Page can be found at www.valleyair.org under the Grants and Incentives tab.

APPLICATION GUIDELINES

- ❖ Fill out the application completely and as accurately as possible. Do not leave any fields blank, as it lengthens the processing timeframe associated with the application and delays funding. All fields are required unless otherwise indicated.
- ❖ All required signatures must be in **blue ink**, as a way to identify them as original.
 - If a third party filled out any part of the application on your behalf, ensure that the Third Party Information section is completely filled out and signed.
- ❖ A copy of the following items must be submitted in order for the application to be deemed **complete**:
 - Completed Application.
 - Completed Certifications section.
 - IRS Form W-9.
 - Dated and itemized dealer quote for the new verified retrofit device.
 - Business license for the past 2 years.
 - Documentation of annual pounds of meat cooked. This may include order invoices, logs, etc.
 - If applicable, completed Third Party Information section.

Located in the **Application** packet (page 5) is a comprehensive detailed checklist of the above mentioned items. For guidance purposes, please refer to the checklist in the Application packet when submitting all required items.

STEP-BY-STEP APPLICATION GUIDE

This section outlines the information requirements for each field of the application. If you need additional assistance, please contact the SJVAPCD Incentive Program and a staff member will assist you.

SECTION 1 – APPLICANT INFORMATION

ORGANIZATION INFORMATION

1. Organization, Company, or Proprietor's Name

The legal name of the organization that will enter into agreement with the SJVAPCD. The information entered into Section 1 of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.

2. Business Type

The classification of the organization that appears in the "Organization, Company, or Proprietor's Name" field of the application. Check the appropriate box.

3. Tax ID

The Taxpayer Identification Number (TIN) or Social Security Number (SSN) entered in the Form W-9. **The organization's name and tax ID will be used to report incentive funding to the IRS.** The SJVAPCD cannot give tax advice; as such, please contact a tax professional or the IRS to determine the tax consequences associated with receiving incentive funding.

4.– 7. Address

The physical address where the organization is located, including: number and street name, city, state, and zip code.

8.– 11. Mailing Address

The mailing address used by the organization. If the physical and mailing addresses are the same, write "Same." All correspondence generated by the SJVAPCD, including the agreement, checks, and annual reports, will be sent to the mailing address.

12. Have you applied to any other grant programs for the retrofit in this project?

Check whether the retrofit in this project has been the subject of other grant applications. If yes, please contact Incentive Programs staff at (559) 230-5800 before completing this application.

PRIMARY CONTACT INFORMATION

13. First and Last Name

The first and last name of the person who will serve as the primary contact to the SJVAPCD through the full term of the agreement. All questions related to your project will go this individual.

14. Title

The job title of the primary contact.

15. **Phone Number**
The main phone number, including area code, for the primary contact.
16. **Fax Number**
The fax number, including area code, for the primary contact.
17. **Alternate Contact Number**
The alternate phone number, including area code, where the primary contact can be reached.
18. **Email**
The email address of the primary contact.

AGREEMENT SIGNING AUTHORITY INFORMATION

19. **First and Last Name**
The first and last name of the person, designated by the organization that will enter into binding agreement with the SJVAPCD, to sign on the organization's behalf.
20. **Title**
The job title of the person designated to sign on the organization's behalf.

SECTION 2 – ACTIVITY INFORMATION

1. - 3. **Facility Address**
The physical location (street address, city, and zip code) of the facility where the retrofit would be installed.
4. **Type of Facility**
Check the type of commercial cooking operation the facility contains.
5. **Number of Employees**
The number of employees working in the facility where the retrofit would be installed.
6. **Annual Gross Income**
The annual gross revenue resulting from this facility's activities.
7. **County of Operation**
Check in which county the facility is located.
8. **Does this facility currently possess an emissions control device?**
Check whether the facility currently possesses an emissions control device. If it does, please describe the device and amount of emissions it reduces.
9. **Number of Under-Fired Charbroilers on Facility Premises**
The number of under-fired charbroilers in use at the facility.

10. **Annual Pounds of Meat Cooked on Charbroiler(s)**
The average amount of meat (in pounds) cooked on the charbroiler(s) annually.
11. **Is the facility and each under-fired charbroiler operational?**
Check whether or not the charbroiler(s) are operational. Non-operational charbroilers are ineligible for funding. The charbroiler must be operational at the time of inspection.
12. **When would this facility be available for operational inspection?**
Check the time(s) and day(s) the facility will be available for inspection by SJVAPCD staff. This information may be used for scheduling purposes; however it does not guarantee your inspection on a specific day or time. SJVAPCD staff will contact you to set up an inspection appointment.

SECTION 3 – EQUIPMENT INFORMATION

CURRENT CHARBROILER(S) (SUM VALUES IF THE RETROFIT IS FOR MULTIPLE CHARBROILERS)

1. **Total BTU per Hour Rating**
The total number of BTUs per hour for which the charbroiler(s) are rated.
2. **Grill Surface Area**
The cooking area of the charbroiler(s) in square inches.
3. **Annual Operating Costs of Current Control Devices (List costs individually by type and amount.)**
Individually list the current annual costs of operating the current control or filtration device, including maintenance, filters, etc.

RETROFIT

4. – 5. **Retrofit Make and Model**
The make is the manufacturer of the retrofit, and the model is the style of retrofit. For example, CaptiveAire (make) C-TPF (model). Provide the make and model of the retrofit.
6. **Retrofit Type**
Check which type of retrofit will be installed in the facility.
7. **Emission Reductions**
Provide the emission reductions for PM-10 and VOC obtained by the retrofit as a percentage.
8. **Estimated Annual Operating Costs (List costs individually by type and amount.)**
Individually list the estimated annual operating costs of the control device, including maintenance, filters, etc.
9. **Total Cost of Retrofit, including Installation (should match quote)**
The total cost of the retrofit device. The cost includes the retrofit device, hardware, installation labor, and sales tax. This cost should match the cost from the quote submitted with this application.

SECTION 4 – DEALER/INSTALLER INFORMATION**DEALER****1. Retrofit Dealer Name**

The name of the business where you will be purchasing the verified retrofit device associated with this application.

2. - 5. Address

The physical address where the retrofit dealer is located, including: number and street name, city, state, and zip code.

6. Contact Name

The first and last name of the person the SJVAPCD can contact regarding the purchase of the verified retrofit device.

7. Phone Number

The phone number, including area code, of the contact person.

8. Fax Number

The fax number, including area code, of the contact person.

9. Email

The email address of the contact person.

INSTALLER (complete only if different from retrofit dealer)**10. Retrofit Installer Name**

The name of the business that will be installing the verified retrofit device associated with this project, if different from the retrofit dealer information.

11. - 14. Address

The physical address where the retrofit installer is located, including: number and street name, city, state, and zip code.

15. Contact Name

The first and last name of the person the SJVAPCD can contact regarding the installation of the retrofit device.

16. Phone Number

The phone number, including area code, of the contact person.

17. Fax Number

The fax number, including area code, of the contact person.

18. Email

The e-mail address of the contact person.

MAP OF THE SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT BOUNDARIES

